

INVENTORY GUIDELINES FOR LAWAP

A. The Eleven Items that must be included in the Equipment Records for inventory with a value or purchase price of \$500.00 or more are:

1. Description _____
2. Serial# or VIN# _____
3. Source _____
4. Title _____
5. Acquisition Cost _____
6. Acquisition Date _____
7. Location on Premises _____
8. Use _____
9. Condition _____
10. Percent of Federal Participation _____
11. Ultimate Disposition _____

B. Real property means land and structures.

- Title to real property will vest with the grantee or subgrantee.
- The awarding agency will provide instructions for disposition of real property when it is no longer needed.

C. Equipment/inventory is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$500.00 or more per unit.

- Title to equipment acquired under a grant or subgrant will vest with the grantee or recipient unless specified.
- Equipment shall be used for the program or project it was acquired. The equipment may be used for other federally supported projects if it does not interfere with the project for which it was originally acquired.

D. If replacement equipment/inventory is needed the equipment to be replaced may be used as a trade-in.

The property management requirements include the following:

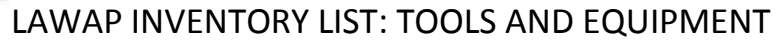
- Property records must include a description, serial number, source, title, acquisition cost, acquisition date, location, use, condition, percentage of Federal participation, funding source, and ultimate disposition.
- Physical inventory must be done at least **once a year**.
- A control system to ensure safeguards against loss, damage, or theft.
- Adequate maintenance procedures.
- Proper sales procedures. Items with a fair market value (F.M.V.) of less than \$500.00 that are no longer needed can be disposed of with no further obligations. Items with a \$500.00 or more F.M.V. require the awarding agency to receive its fair share.

E. Federally owned equipment requires a recipient to submit an annual inventory listing. When the equipment is no longer needed a subgrantee will request disposition instructions from the state agency for equipment valued from \$500.00 but less than \$5,000.00. For equipment valued at \$5,000.00 or more, the federal government requires specific procedures to be followed. Please refer to the LaWAP Program Guide for additional guidance.

F. Title to supplies acquired under an award will vest with the recipient. If there is a residual inventory of unused supplies exceeding \$500.00 or more in total F.M.V. upon termination or completion of the award and if the supplies are not needed for any other federally sponsored programs the recipient shall compensate the awarding agency for its share or transfer title, etc.

THE INVENTORY FORM GUIDELINES

1. The Inventory Form should be done in an Excel Spreadsheet.
2. The form should include the 12 Categories listed above.
3. Additionally, the form should indicate the following:
 - a. Agency/Subgrantee
 - b. Name of the Executive Director
 - c. Address of Agency/Subgrantee
 - d. Reporting Period
4. Each category should be completed for all inventory items with a purchase price or value of \$500.00 or more.
5. Forms with blank items will be returned to the Executive Director for completion.
6. Failure to submit timely and complete forms may result in an audit finding for your Agency.
7. Please contact LHC Energy Department at (225) 754-1441 for clarification.
8. A sample form is attached for your convenience. It can be downloaded from the LHC website or emailed to you by making a request to LHC.

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|---------------|--|-----------|-------|
| CERTIFICATION | I certify that the information provided herein is true and accurate to the best of my knowledge. | | |
| | | | |
| _____ | _____ | _____ | _____ |
| Name | Title | Signature | Date |